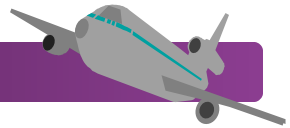
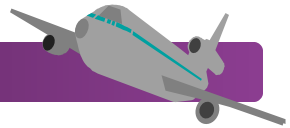
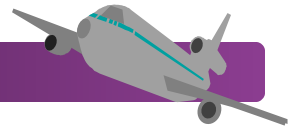


Simplified Entitlements and Proportional Meal Rates



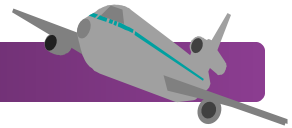
Simplified Entitlements

Lesson Outline



- **Simplified entitlements overview**
- **How/where to find information**
- **Keys to simplification**
- **Who is affected**
- **How affected**

Major Recommendations



- **Simplify regulations governing travel entitlements for the DoD traveler**
- **Publish in simple English for all to understand**
- **Rules determined by the nature of the travel**
- **Articulate new travel rules in fewer than 20 pages**
- **Empower commander/supervisor responsible for the mission and budget with approval authority**

SIMPLIFIED ENTITLEMENTS

JFTR/JTR, Appendix O

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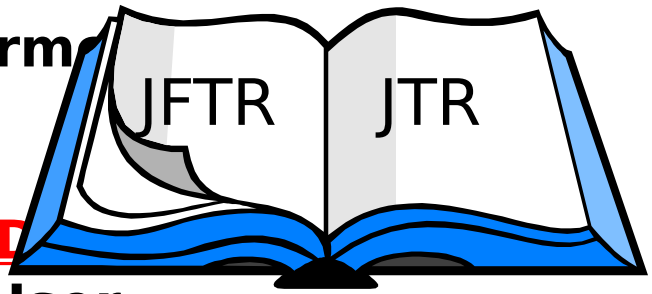
- **Joint Federal Travel Regulations (JFTR), Appendix O:**
  Uniformed Personnel *
- **Joint Travel Regulations (JTR), Appendix O: DoD**
  civilian employees *
- **Simplified rules located here**
- **Entitlements apply equally to uniformed members**
  and DoD civilian employees
- **Supplementation "NOT AUTHORIZED"**
- **Policy checks included in Common User Interface (CUI)**



READ AND FAMILIARIZE

* JFTR/JTR, Appendix O, may be found through the Per Diem Committee WEB at WWW.dtic.mil/perdiem or link through the DTS WEB at WWW.dtic.mil/travelinl

Simplified Entitlements

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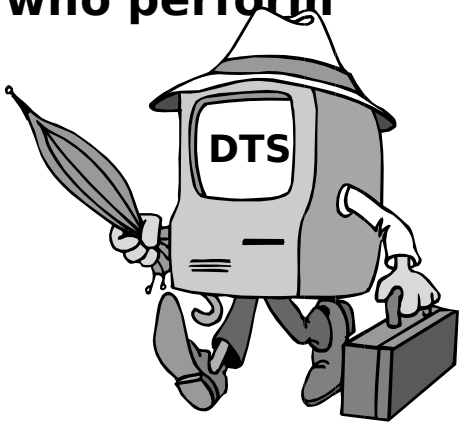
Keys to Simplification

1. **Mission Focus: Entitlements transparent to category of traveler**
2. **Customer-Oriented: Travelers and AOs are *honest, responsible* customers**
3. **"Should-Cost" - Basis for Authorization:**
   - **Available before trip is authorized**
   - **Accurate (reflects travel rules)**
   - **Travel options resolved before trip starts**
4. **Authorizing Official Discretion:**
   - **Arrangements**
   - **Final authority on expenses**

Affected Travelers

- **Uniformed members, including Reserve Component personnel on active duty, and DoD civilians who perform TDY travel for:**
  - **business**
  - **schoolhouse training**
  - **deployment, vessel, or group travel**



- **Currently, Appendix O DOES NOT apply to travel of Senior ROTC; Reservists travel for medical/dental care;retirees called to active duty; Ready Reserve; midshipmen and cadets; patient escorts/attendants; pre-employment; invitational; emergency situations that occur while TDY; TDY as part of a PCS**

Travel Arrangements

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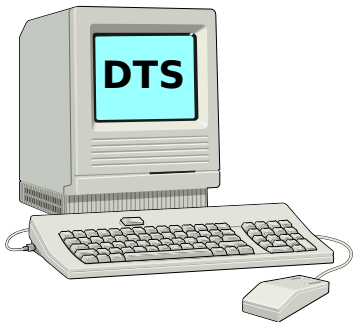
- **As directed/authorized by AO to meet mission requirements**

- **Contract “City Pairs”**

- **Other than contract flights must be documented**

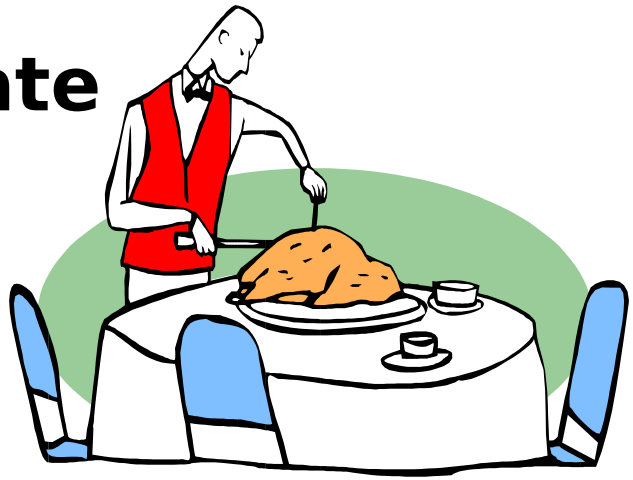


Lodging

- As directed/authorized by AO to meet mission requirements
- Government quarters should be used if available and meets mission requirements
- Up to 300% of published per diem rate
- No reimbursement if staying with relatives/friend

Meals and Incidental Expenses (M&IE):

- 75% rule for first day/last day
- 100% M&IE for full days
- Proportional Meal Rate



Other "Travel Related" Reimbursables

- As authorized by AO to successfully complete the mission
- Must be "travel" related such as:
  - Travelers checks
  - Passport fees
  - Airport Taxes
  - Registration Fees
  - Many others not listed

When in doubt, ask your AO

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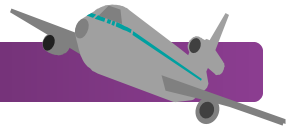
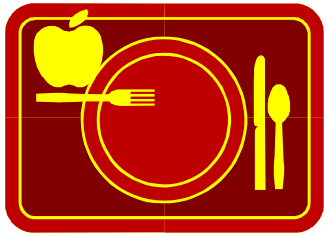
Questions?

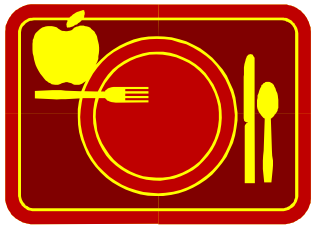


Proportional Meal Rates

Lesson Outline



- What are they
- Why brought about
- When are they used
- How are they computed
- Who authorizes
- Who can use

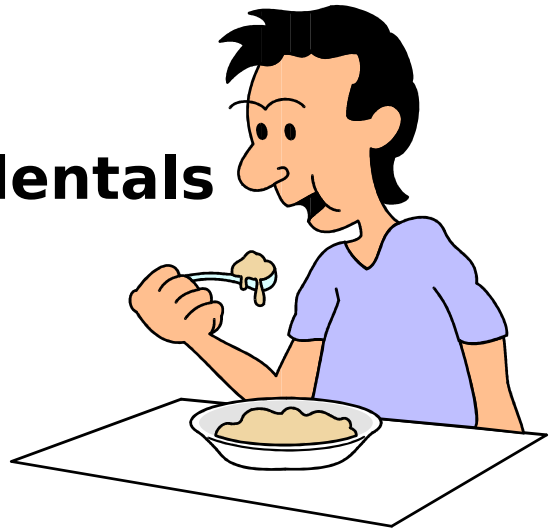


What Are They

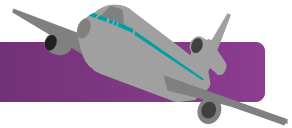
- ✔ **Proportional meal rate is the average of the locality meal rate portion of the Meals and Incidental Expenses (M&IE) amount and the cost for three meals in a Government mess (dining facility).**

- ✔ **The appropriate amount for incidentals (CONUS vs OCONUS) is added.**

- ✔ **<u>Lodging is separate</u>**



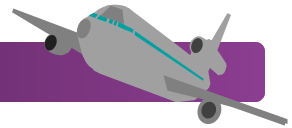
Why Brought About



- **Difficult to track meal-by-meal adjustments**
- **A per diem amount between the off base locality and the on base Government mess available rate needed**
- **Existing meal rate system created extra record keeping and work in claims settlement**

Best solution for DoD - a "third" meal rate.

When Used



Four circumstances:

1. **Lodged in Government quarters on base -**

   at least one meal is available (but not all three) in a Government mess

2. **Lodged in Government quarters on base - Government mess available rate prescribed by AO (all three meals) but mess was only available for some, not all three meals, as anticipated**

3. **One or two meals are otherwise paid for by the Government (e.g., a registration fee)**

4. **Meals must be purchased - not entitled to per diem**

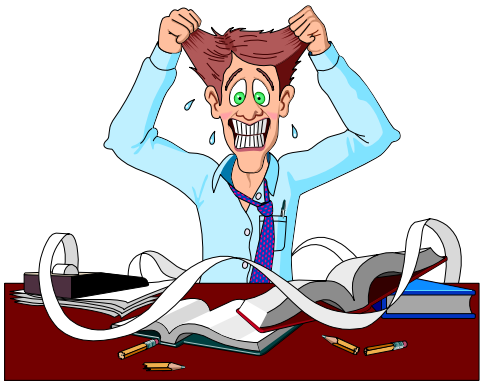
Rate Computation

- **The locality meals portion of per diem and cost of three meals in a Government mess are averaged**

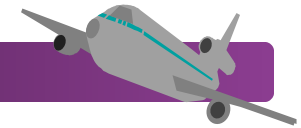
  Example: M&IE rate of $30 includes $28 for meals and $2 for Incidentals (CONUS). Using $7.50 as cost for three meals in a Government mess, the proportional meal rate would be: ($28 + $7.50) = $35.50 / 2 = $18

- **The proportional per diem for the above example would be $20 ($18 + $2 = $20).**

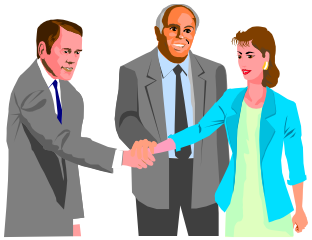
DTS software will import correct meal rate from Per Diem Table - Traveler/AO does not have to compute - done for you



Who Authorizes



The Authorizing Official (AO) before travel begins

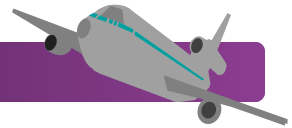


Commander of a school house (i.e. training facility)

Prescribed rate may be increased later

(cannot be reduced after the fact except for free meals provided through confe fee, registration fee, etc)

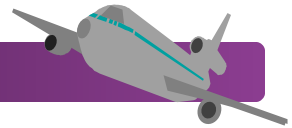
Who may receive



- **Uniformed personnel and DoD civilian employees**

- **Others traveling for DoD and receiving travel and transportation allowances as civilian employees**

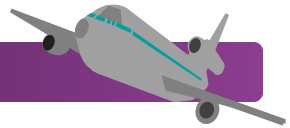
Summary



Simplified Entitlements

- **Appendix O, JFTR/JTR is where you will find simplified entitlements for TDY Travel**
- **SUPPLEMENTATION IS NOT AUTHORIZED**
- **Entitlement checks are included in the CUI**
- **Don’t need to be an expert in entitlements but need to know where to find information**

Summary



Proportional Meal Rates

- **Simplified travel process**
- **Traveler and AO have more accurate estimate of cost**
- **Provides flexibility**
- **Ensures proper compensation to traveler**

Defense Travel System

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Questions?